

The Ohio Archivist

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Spring Meeting at the Ohio Historical Center will highlight genealogy, newspaper project

Automation, photo archive administration also topics April 5-6 in Columbus



Is this: a) the Leona Helmsley trial; b) the SOA spring meeting; c) the crowd selected to produce the laugh track for "Bride of Frankenstein"?

The spring meeting of the Society of Ohio Archivists is scheduled for April 5-6, 1990, and will again convene in Columbus at the Ohio Historical Center, the home of the Ohio Historical Society. The program for the meeting includes an interesting and timely variety of sessions.

The first session on Thursday morning will feature Julie Overton, past president of the Ohio Genealogical Society, and Gary Arnold, reference archivist at the Ohio Historical Society, in a lively

dialogue between archivists and genealogists. They will exchange information about new technologies, such as electronic bulletin boards, and ways to cooperate in conducting research and collecting material.

The Thursday afternoon session will focus on the Ohio Newspaper Project, a program funded by the national Endowment for the Humanities to promote accessibility and use of newspapers by supporting bibliographic and preservation projects on the state level. Marge

Haberman of the Ohio Historical Society and Olivia Piper and Kathleen McGiffin of the Ohio Newspaper Project will give an update and overview of the project, while Dr. Paul Petersen, professor of journalism at The Ohio State University, will speak on the historical significance of newspapers and their use as research tools.

Following this session, the Society will hold its annual business meeting and election of officers. Short biographical notes on the candidates are included in

this issue, as well as their answers to pertinent questions; nominations from the floor are also welcome. All members are encouraged to attend and participate in the decision making of the Society. After the meeting, there will be a tour of OHS exhibits and a reception. In the evening, the traditional mixer will take place at the Days Inn Motel, directly across the street from the Ohio Historical Center.

The final panel on Friday morning will be an informative session about automated finding aids in archives. As primary speaker, the session will feature Marion Matters, past automation officer for the Society of American Archivists. Matters, who is now with the Minnesota Historical Society, will review different types of computerized finding aids used in archival settings nationally. The session will conclude with a panel of four Ohio archivists who will discuss the use of automated

finding aids in their archives. The four panelists are: Alice Cornell, University of Cincinnati; John Brannick, Ohio Historical Society; Jill Tatem, Case Western Reserve University; and Kathleen Spray, American Jewish Archives.

Concurrently with the session on Friday, SOA will be offering a basic workshop on the administration of photographic collections. The workshop will run from 10 A.M. until 3 P.M. and is intended for those with little or no experience in the care and handling of historic photographs. The enrollment is limited to 25 persons, and the cost of the one-day workshop is \$30.

For more information about the spring meeting, contact Dorothy Smith, Department of Archives and Special Collections, Wright State University, Dayton, Ohio 45435 (tel: 513/873-2092).

PRESIDENT'S COLUMN

Whence then shall we turn?

As we enter the decade of the nineties, SOA can congratulate itself upon a number of substantial achievements. The organization is fiscally sound, with more than \$2000 in the treasury (as of January), and there exists a vigorous and active Council.

In recent years some excellent programming has been created, and as a result, attendance at our meetings has increased substantially. The newly introduced conservation workshop was a success last year, and the photographic workshop scheduled for the spring meeting will offer our members a splendid opportunity to learn new skills. At the same time we will be reaching out to a broader audience, which should include the volunteers and employees of smaller historical societies throughout Ohio.

The fall meeting, scheduled for Windsor, Ontario, in cooperation with the Michigan Archival Association and the Southwest Ontario Archivists, promises to be the most extraordinary meeting SOA has held in years.

The newsletter, now under a new editor, continues as a successful and informative means of communication with our members. Finally, our recent membership campaign should bring SOA membership to a level unreached since the 1970s.

Whence then shall we turn? This is the question to be discussed at a special meeting of the Council open

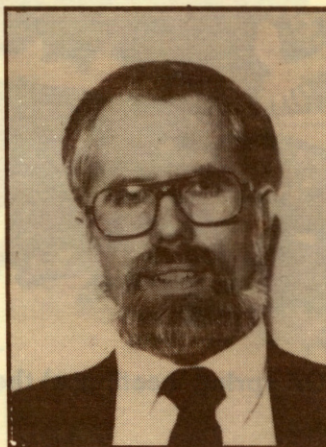
to the entire membership and scheduled immediately after the closing of the spring meeting. Representatives of other organizations, including the Ohio Genealogical Society, the Ohio Academy of History, and the Ohio Historical Society, will be invited to attend. The format will be informal and open. All suggestions and ideas for SOA programming and activities are welcome.

Areas which should be discussed include special projects which SOA might undertake. We will also address the educational needs of our membership and of other groups in the state, and, most importantly, the needs of Ohio in the field of archives and the role SOA can play in meeting these needs. The relationship of SOA to MAC and to historically-oriented groups in Ohio should also be considered.

The role the SOA can fill with regard to the goals and priorities which the archival profession and the state of Ohio have established should also be discussed. Relevant to this discussion will be the OHRPAB assessment report for Ohio, prepared in 1983, and the CGAP report from SAA.

The SOA is your organization. Support it not only by attending the meetings, but by contributing your ideas and intellectual energy to this most important meeting, to which we welcome one and all!

Dennis Harrison, president
Society of Ohio Archivists



Dennis Harrison

The Archives of the Cleveland Museum of Art

As early as 1913, while the Cleveland Museum of Art was still in the blueprint stage, Director Frederic Allen Whiting laid out a philosophical position which continues to be valid today:

"[We want] to build the Museum into the life of the community and to make it a vital influence in public and private schools...this seems the wise and natural use of the Museum and its collections."

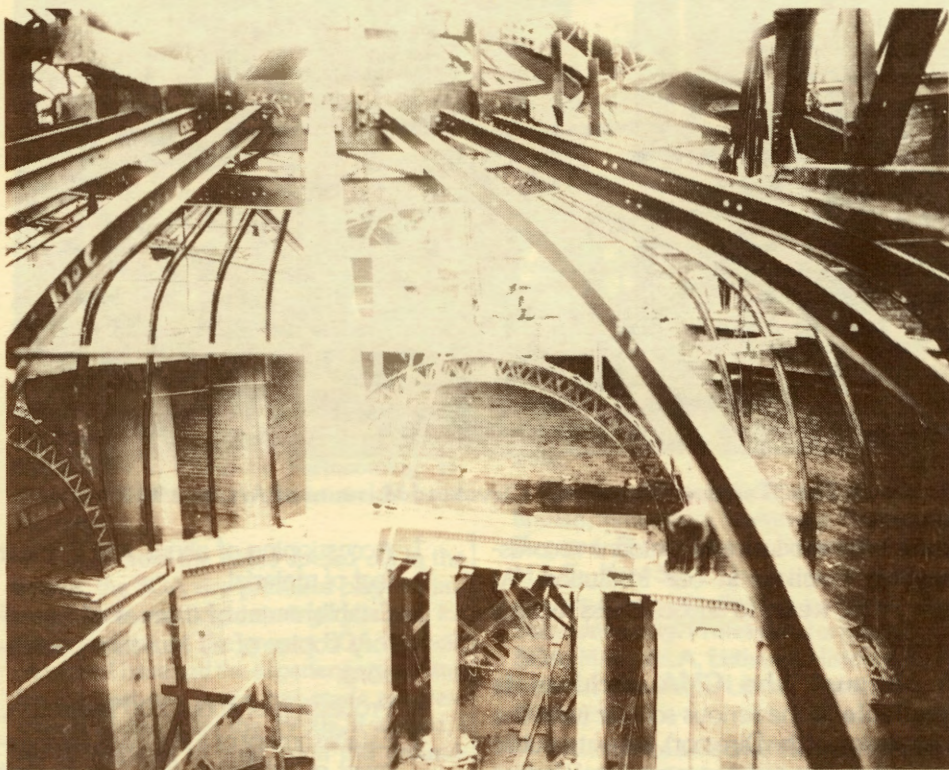
This emphasis on community involvement and education accompanied the Museum's main occupations—intense scholarly activity needed in collecting superlative works of art, the mounting of choice exhibitions and the maintenance of a sparkling new building completed in 1916.

The Cleveland Museum of Art, along with most institutions which set themselves a large task at the beginning, began to realize after a few years that this whirlwind activity had produced a steady flow of recorded information that had to be dealt with. Facing this fact and acknowledging the section of its constitution which calls for the Secretary of the Museum "to keep the seal and archives," it established the archives by action of the Board of Trustees. The undersigned was hired to establish the ongoing archives and to initiate and maintain a records management program.

We arrived in a situation familiar to all archivists: 1) a prechosen space; 2) no staff; 3) no equipment; 4) a grant to be written with a deadline closing in; 5) no pre-existing inventories, notices of destruction or records of disposition.

However, we also arrived in an atmosphere of goodwill from our staff colleagues and have enjoyed positive and helpful actions both from Director Evan H. Turner and Assistant Director for Administration William Talbot. (We report on a regular basis to Mr. Talbot.)

The work of establishing the CMA archives commenced with an office-by-office, file drawer-by-file drawer inventory of the entire facility. This allowed us to introduce ourselves, address any questions the staff might have, and pinpoint areas of priority. We walked through the 378,000 square feet of space of our three buildings in the company of a knowledgeable employee who could give us some insight into Museum operations.



The Rotunda under construction, Cleveland Museum of Art, circa 1915

While this survey was going on, we defined the archives as "the ongoing non-current records of the institution (in whatever form or medium they may occur) whose information content has evidential, administrative, legal, financial and historical value for use in the future." Incidentally, the CMA archives excludes that information which deals with the registration, movement and insurance of works of art. Our registrar, Delbert Gutridge, has responsibility for this part of museum work. Registrar files (of whatever age) are always current.

About the time this initial phase was completed, we received favorable news on the awarding of grants from the George Gund Foundation and the S. Livingston Mather Charitable Trust. Ruth Reeves Connell arrived as archival processor and Phil Haas began work as archives assistant. We are especially fortunate to have as a valued volunteer Ruth Walter Helmuth, archivist emerita of Case Western Reserve University.

Here is how our space is arranged:

1. A 21 x 20' main room which is at present used for accessions, work space and finished storage. Due to space constraints, we do not main-

tain a separate accessions room and will never maintain private office space. Our shelving is standard 15 x 42" industrial steel, which will accommodate eight letter-size Hollingers or three records storage boxes. We shelve 8' high. This room is under alarm, keyed the same way as art storage. We enjoy the good, even temperature and humidity characteristic of a museum and have the added benefits of a security force and our own fire brigade!

2. A 12 x 8' auxiliary storage. At present, this holds material ready to send for microfilming and less sensitive material such as publications and exhibition files. In this area we shelve 9' high in records storage boxes.
3. A remote room in an upper curatorial area. This interesting space is a former loft measuring 9 x 21'. Its long, narrow configuration is excellent for a long work table, with shelving arranged around the perimeter.

We have assured the Museum that this is the maximum space for archival needs, now and in the future. Replacement cost for our buildings runs well over \$100 per square foot. We also hope, by example, to



The "Terrace Tea room," Cleveland Museum of Art, in 1937

encourage modest and prudent records-keeping practices in our institution. At every turn, we try to advocate less records creation.

Although the CMA archives is available to the serious scholar (with the permission of the Director), it is not a public research facility, such as our excellent Western Reserve Historical Society. We concentrate fully on responding to the needs of the Museum itself. For example, within our first month on the job, we were able to retrieve a single piece of information which resulted in savings of over \$40,000 to the Museum and its neighbors in University Circle. The archives staff answered over 75 major requests for information in our first year.

You are all familiar with the general routine of archives work, and we have done all of it: inventories, finding aids, reports, negotiations, ordering, accessioning, typing, filing, etc., etc. There are two ways in which we may differ from your operation:

1. We try to utilize the "in time" process, ordering equipment and supplies only when ready for use in order to save our precious space. We use the same scheduling when assigning priorities for processing.
2. We do team processing in some instances. Lengthy and complex accessions become stultifying and overwhelming at times. Teamwork is both rapid and accurate because there is frequent discussion, including "perception checks."

Here are some elements of our work program:

1. Accessioning of about 1,800 linear feet of material.
2. Establishment of a series of repository copies of all Museum publications.
3. Processing of about 200 linear feet.
4. Establishment of a standard arrangement of exhibition files (like project files). We have rallied the information into this format and by pre-setting the arrangement, we hope to cut down on future processing time.
5. Securing a data base of archival photos (utilizing the "Nutshell" program), which will allow us to retrieve from five series of photos according to image content.

SOA planning session to be held at spring meeting; all members are invited

SOA Council will hold a planning session after the last presentation at the spring meeting in Columbus. The session will take place Friday, April 6, from 12:30 to 2:30 PM. Its purpose is to discuss the future of SOA. All members are invited, and past SOA officers will be especially welcomed so that we can draw on their past experiences. Representatives from the Ohio Historical Society's Local History Department, the Ohio Academy of History, and the Ohio Genealogical Society have been invited as well. The meeting will have an open format so as to encourage ideas and discussion.

Please give some thought to the future of SOA and bring your ideas to the

6. Establishment (with cooperation from the Assistant Director for Finance/Operations and the Museum's legal counsel) the initial retention/disposition schedules for accounting records.
7. Identification and microfilming of the Museum's records which are sequential or self-indexing. We intend to maintain an active microfilming program to save valuable staff and space. Rotary camera work through a vendor is inexpensive indeed.
8. Exploration and identification of format and terms for project indexing a complicated set of Trustee minutes.

Who has sent material to the Archives? Everyone! Our holdings range from greenhouse planting records to the Director's correspondence with museums worldwide. One of our colleagues who is taking an MBA from Case Western Reserve University asked us how many different types of information we were responsible for, and we came up with 79.

The Museum will celebrate its 75th anniversary in 1991. The Archives looks forward with zest to responding to the needs of our committees involved in making this celebration a time to remember...and to document!

Virginia M. Krumholz
Archivist of the
Cleveland Museum of Art

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meeting. Here are some topics to start you thinking:

1. Continuity of administrative functions and finances in SOA.
2. Grants for SOA.
3. Projects sponsored by SOA emphasizing public service for members.
4. The need to establish a higher profile for the archival profession.
5. Identification of SOA's constituency and how better to serve these people.
6. Workshops and training sessions sponsored by SOA.
7. Establishing better relations between SOA and archival institutions.

SOA candidates for office

Spring wafts in, and we turn to thoughts of love, daffodils, and...SOA elections! Here are the candidates' answers to the questions posed for each office.

PRESIDENT

QUESTION: How well do you think SOA meets the needs of its members? Are there goals that need to be changed?

Dennis I. Harrison: University archivist, Case Western Reserve University, Cleveland. Degrees: B.A. cum laude, Heidelberg College; M.A. and Ph.D., Case Western Reserve University. Professional organizations: SAA, SOA (President and Council member; Legislative Committee chair). Publications: processing manual, labor history research and resource guides.

"When I was elected President last year, I had a four-point program. Two of the points—a sounder fiscal base and an expanded membership—are largely accomplished. The remaining two points—increasing participation in SOA by its membership and establishing a partnership with a revitalized OHRPAB*—remain to be achieved. I intend to further these two goals through the open forum which will be held after the spring meeting. This forum will also offer the Council the opportunity to determine how well the needs of the membership are being met."

*Ohio Historical Records Preservation Advisory Board

VICE PRESIDENT

QUESTION: What is the role of the Vice President in SOA? How will your experiences and strengths add to this position over the next two years?

George W. Bain: Head, Archives & Special Collections, Ohio University Libraries, Athens. Degrees: B.A., Benedictine College; M.A. and Ph.D., history, University of Minnesota; M.L.S., Kent State University. Professional organizations: SAA, SOA, MAC, Ohio Association of Historical Societies and Museums (Treasurer). Publications: *Library Instruction Workbook in Geography*; articles in *American Archivist*, *Journal of Geography*, and *Gatherings*.

"The stated role of the vice president is to assist the president and to assist with arrangements for SOA meetings. I am confident I can do this well. Other duties, as stated in the current manual of procedure, are to serve as legislative liaison and to conduct strategic planning for the society. I am definitely interested in these activities. Beyond this, I believe anyone who stands for election as vice president should be willing to serve later as president. I am willing to do this. I am interested in working with the president, with

Council, and with the membership to consider and then to act upon new ventures for the new decade."

Barbara Floyd: University archivist and assistant professor of Library Administration, University of Toledo. Degrees: B.A., journalism; M.A., history; M.P.A., public administration, all University of Toledo. Professional organizations (selected): SOA (Council, 1988-90), MAC, National Council on Public History (Local Arrangements Committee, spring 1991), Inter-University Council Committee on University Records Retention and Disposition. Publications: articles in *Northwest Ohio Quarterly* and *Small Computers in Libraries*. Forthcoming: articles in *Midwestern Archivist* and *Labor's Heritage*.

"Aside from the duties spelled out in the bylaws, the SOA vice president plays an important role assisting in strategic planning for the organization. The present SOA Council, on which I have had the experience of serving for the past two years, has made progress toward planning for the 1990s. If elected, I would continue to build upon this groundwork. A strength which might assist me in fulfilling the vice presidential position is my recently-completed master in public administration degree. Much of what I learned in the classroom about managing nonprofit organizations can be applied to general vice presidential duties, and especially to strategic planning."

COUNCIL

QUESTION: What is the role of a Council member in SOA? How will your experiences and strengths add to this position over the next two years?

Judith G. Cetina: Manager, Cuyahoga County Archives, Cleveland. Degrees: B.A., magna cum laude, Case Western Reserve University; M.A. and Ph.D., Case Western Reserve University. Professional organizations: SOA, SAA, MAC, Organization of American Historians, Women Historians of Greater Cleveland. Publications: *Journal of the Cuyahoga County Archives*, *Encyclopedia of Cleveland History*; book review in *Midwestern Archivist*.

"A Council member should reflect the views, voice the concerns, and identify and respond to the needs of Ohio's archivists. He or she must understand that due to the great diversity of the membership, specialized problems and specific questions will be raised in addition to the issues of general importance to the entire profession (e.g., preservation, archival education, ethics). My 18 years of experience as a graduate student and a professional in a variety of positions (manuscripts

repository, university archives, a small housing and planning library, government archives) have made me sensitive to the diversity of the profession as well as the shared needs of Ohio's archival community, so that I can represent all archivists, including those who might not otherwise have a voice on Council. I feel I am well qualified to assume a leadership role in new programs and strategies. I am enthusiastic about an agenda that includes continuing education for archivists, the encouragement of increased membership (especially for those who feel outside the mainstream of the profession), and better communication between archivists in this state."

Regina Entorf: Special Collections librarian, Wittenberg University, Springfield. Degrees: B.A., German literature, UCLA; M.L.S., Kent State University; Master's degree in communications in progress, Ohio State University. Professional organizations: SOA, MAC, ALA, Lutheran Historical Conference, Academic Library Association of Ohio.

"The role of a Council member in SOA is essentially twofold. The first component is that of providing energy, ideas, and commitment to assure that the functions of the organization are carried out for the betterment of the membership and of the profession. The second major component is that of communication. The Council member is in a key position to receive input from SOA members and deal with it at the organizational level, and conversely, to communicate activities of SOA to the membership, in order to keep SOA a responsive and useful organization. I am relatively new to the archival profession, having taken on responsibility for archives at Wittenberg University in 1985. I joined SOA in 1986, and am eager now to become more involved. Possibly because my background is in librarianship, I am interested in a broad variety of archival settings and issues. If elected, I would bring organizational ability, imagination, and hard work to the job of Council member."

Michael G. McCormick: Reprographer, Western Reserve Historical Society, Cleveland. Degrees: B.A., history, University of Michigan; graduate work, University of Michigan, 1975-79. Professional organizations: SAA, MAC, SOA, Cleveland Archival Roundtable.

"The role of the governing council in all organizations is dual: to control the activities of the organization and to represent the interests and opinions of the members. The SOA, in this respect, is no different from any other association. While the many repositories in Ohio have differing collecting mis-

sions, requiring Council to reflect regional and institutional diversity, they share an interest in speaking with a coordinated voice on records policy and the promotion of records usage. I believe this coordination is best achieved through the involvement of all members, including wide participation in all Society activities. I have been employed as an archivist for the past four years, years that have seen marked change in the drive for professionalism and the spread of information systems. I have been fortunate to learn archival technique in this period, and believe I can contribute such knowledge to policy discussion. Also, my participation on the Local Arrangements Committee for the Fall '89 SOA meeting was valuable in providing me with insight into the activities of such organizations, particularly the possibilities of support fund raising. We shall need to pursue such activities to provide informative meetings with authoritative speakers. We need to develop new strategies without conflicting with other related fund-seeking organizations. As a state with an unusually high number of archival professionals, we should prepare meetings that compare favorably with those of other state archival organizations. I believe that I can contribute to that effort."

Raymond F. Schuck: Curator (director), Allen County Museum, Lima. Degrees: A.A., liberal arts, Suffolk County Community College, Selden, NY; B.A., anthropology/museology, Defiance College, Defiance, O.; M.A., American history/museum & archival administration, Wright State University. Professional organizations: Institute of Museum Services, grant reviewer; SOA (Council, 1982-84); Ohio Association of Historical Societies and Museums (Council, 1981-82). Publications: OAHSM publications on James Alfred MacDonell, 20th-century artifacts, and exhibits in the small historical museum; *Minutes of History*, Allen County Historical Society (comp.); article on Lord Dunmore's War in *Fort Gower Preliminary Report: Field Reports in Archaeology*.

"The paramount role of a Council member is to promote the interests and concerns of archivists to all people and organizations. The current need to generate increased awareness and funding for archival matters tops the list of priorities facing the SOA in the next few years. With over 15 years of experience working successfully with the public, historical agency professionals, and elected officials, I have a sincere interest in the future of our profession. I would utilize all the resources available to me to work on behalf of the membership to strengthen our position as an organization dedicated to the preservation and promotion of Ohio's heritage."

COUNCIL ACTIONS

■ September 15, 1989—

Glidden House, Cleveland

(Council met during the fall meeting.)

Financial: 1989-1990 membership dues total \$877.50. Ken Grossi appended some figures on the cost of the *Ohio Archivist*, showing that since spring 1986, it has varied but is now costing less than before; the total cost of the fall issue was \$545.25.

Checking account balance: \$1544.16.

Membership: 87 individuals and 19 institutions

OHS Board: Dennis Harrison sent a generic letter of endorsement to the Nominating Committee of the Ohio Historical Society. The endorsement is for an archivist to sit on the Board. No answer was yet received.

Membership campaign: The goal for 1989-90 is 120 individual members and 20 institutions. Dennis Harrison, Ken Grossi and Doris Hambacher will develop lists of names to send to Kevin Proffitt, chairman of the campaign.

Council: Ann Gilliland was elected to fill the Council seat left vacant by George Hing's departure.

Nominating Committee: Doris Hambacher was elected chair of this committee, which selects candidates for Council and officers and develops the candidate questions which are part of the election process. Doris will select two SOA members who are familiar with Council operations and well known in SOA to sit on the committee as well.

■ November 9, 1989—Ohio Historical Society, Columbus

Financial report: Checking account balance: \$2038.74. Expenditures for the fall meeting were \$394.15.

Membership stood at 107 individuals and 25 institutions.

Ohio Archivist: A new ISSN number has to be applied for.

Membership campaign: A list of sources for a mailing was discussed; lists of names were to be sent to Kevin Proffitt within two weeks. Council discussed creating a brochure for SOA.

Nominating Committee: Members are Doris Hambacher (chair), Kevin Grace, and Victor Wagner. The slate of candidates was reviewed.

Future meetings: Topics for sessions at the April 1990 meeting were discussed, as was the SOA/MAA/Southwest Ontario meeting in the fall. Plans for the latter include activities in both Windsor, Ontario and Ann Arbor. A proposed boat

ride to Canada was cancelled because of inordinate cost. Financial plans call for both deficits and profits to be shared equally by the three organizations.

MAC's relationship to state organizations: Representatives from MAA, SOA, and other groups met with MAC representatives at the MAC meeting in Lansing regarding joint meetings, membership concerns, and outreach programs. Three areas of concern were:

1. *Communication.* The MAC newsletter could be used as a clearinghouse for communication between state and local groups. MAC would notify these groups when it was planning a meeting in their territory; it would also ask for representatives from state and local groups to get involved in meetings, local arrangements, etc.
2. *Cooperation.* Education programs and technical leaflets sponsored by MAC were two areas of possible cooperation. MAC officers did not approve of the suggestion that MAC could be used for legislative lobby support.
3. *Financial.* Rather than sharing profits, MAC could help local groups in raising revenue (e.g., in pre-conference workshops sponsored by local groups). MAC officials agreed to change their procedures and not ask state and local groups to contribute funds for social functions at meetings.

It was decided that MAC would work on a case-by-case basis to ensure that all interested parties benefit.

Secretary/Treasurer's office: Ken Grossi, after a six-month trial period, reported that the duties of both secretary and treasurer were not overwhelming enough to warrant dividing the office. Unless the duties are increased, they can be performed by one person.

Membership directory: At least 90 percent of the membership said they would like their names included in a directory.

Automation survey: The idea of surveying Ohio institutions to see where they stand on automation was discussed; Ann Gilliland observed that SAA had done such a survey 18 months ago and that this kind of data quickly becomes outdated. It would, however, be useful to do a phone survey. Ann and Dorothy Smith were to work on this and perhaps report in the newsletter later.

■ November 28, 1989—Dennis

Harrison took a telephone vote of Council, which approved a one-time half-

price deal on membership in the SOA for people who sign up after January 1. (Otherwise, these people would be paying full price for only a half year of membership.)

■ **January 19, 1990—Ohio Historical Society, Columbus**

Financial: Checking account balance—\$2029.83

Membership: 113 individuals and 27 institutions—Kevin Proffitt reported that 164 letters had been sent out; it was too early for results.

Ohio Archivist: A new ISSN number was received.

Spring meeting: Dorothy Smith distributed the program and explained the schedule. The photographic workshop will be taught by Mark Coir, Director of Cranbrook Archives and Historical Collection; enrollment will be limited to 25 and will cost \$25 for members and \$30 for nonmembers. Other details were given.

Fall meeting: Barbara Floyd and Doris Hambacher were to attend a planning meeting on January 26 in Windsor and report back.

Membership directory: Council decided that a "quick and dirty" list of members would be included with the spring newsletter. After the response from the membership, a real directory will be published (fall 1990). Council will explore the possibility of using this as a resource directory, listing special skills of members as well as addresses, etc.

Planning session: Council decided to hold a planning session on Friday, April 6 from 12:30 to 2:30 P.M. to discuss the future of SOA.

Plan now to attend our first international conference

Planning is now underway for the Society of Ohio Archivists' most ambitious program to date. Called the "Lake Erie Archivists' Conference," the fall program will be a joint venture between SOA, the Michigan Archival Association, and the Southwest Ontario Archivists Association, and is set for September 13-15, 1990, in Windsor, Ontario.

Due to the complicated nature of the arrangements, registration deadlines will be much earlier than usual. Information on the program and special events will be mailed to SOA members in early spring, with an early summer registration deadline.

The fall program should be exciting and stimulating. It will open with a reception on Thursday evening in the ballroom of the Windsor Hilton Hotel, the conference site. The hotel is located just across the river from Detroit and looks out over the Detroit skyline. For those of you unfamiliar with Windsor, the city is approximately 65 miles north of the Ohio border.

Registration, set at \$26.50 Canadian dollars, will include the Thursday reception, a plenary address and three sets of concurrent sessions on Friday, and a choice of tours of Detroit or Ann Arbor archival facilities or one of two workshops on Saturday. Still in the planning stages is a possible Detroit River boat cruise at sunset Friday evening.

Room rates for the Windsor Hilton are a reasonable \$69 Canadian (or about \$60 American, depending on exchange rates at the time of the conference). The hotel is a

new, luxurious high-rise, complete with indoor pool, and is located within walking distance of Windsor's thriving downtown business district.

The SOA Council hopes you will plan now to attend this fall conference. It will be a most unique international event. **REMEMBER:** Set aside September 13-15 on your calendar. More information will be forthcoming soon, or call Barbara Floyd at 419/537-2170.

SOA Meeting Reports

Sept. 14-15, 1989, Case Western Reserve University, Cleveland

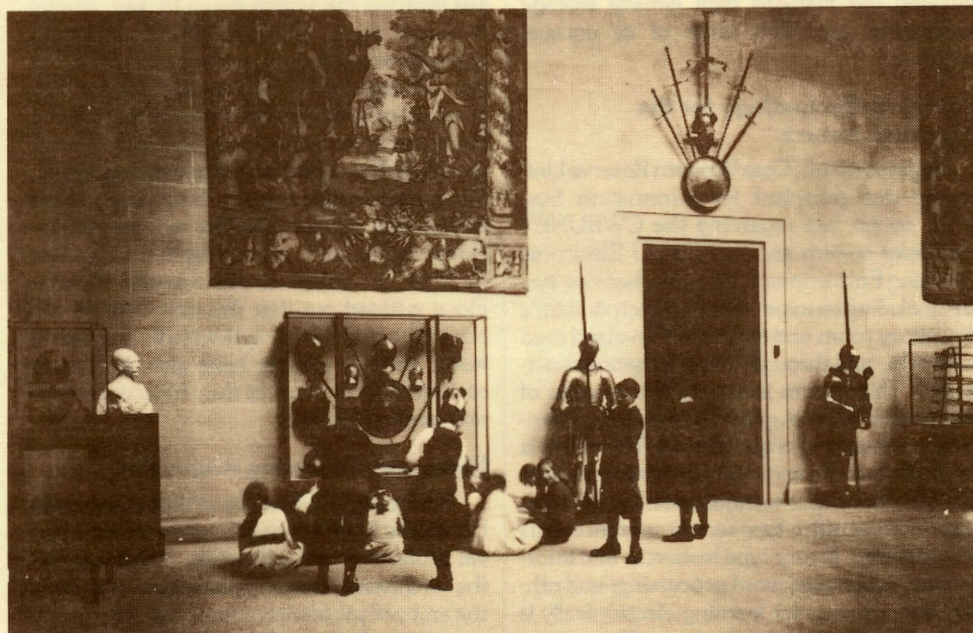
Session: Archivists and Architects: Planning and Building New Facilities

Papers were presented by Kermit Pike of the Western Reserve Historical Society, Donna DeBlasio and Ron Faniro of the Youngstown History Center of Industry and Labor, Bob Smith of Wright State University, and Rai Goerler of Ohio State University.

Kermit Pike set the tone for the session by stating the basic factors in planning a new facility. These include reviewing the mistakes made by others, making a checklist of occupational concerns which encompass the four basic necessities of more space, proper heating and air conditioning systems, and security, and adequate shipping and receiving facilities. He stressed the importance of having an outside consultant firm experienced in the planning procedure to bring a fresh perspective to the work and to challenge institutional planners, thus streamlining the design as much as possible.

He outlined the staff's role in planning, stating that they should put everything in writing and that they should be aggressive planners, assuming that the architect knows nothing. The architect's sphere of expertise is in the external part of the building—donors' wishes, the architectural appearance, building codes, and environmental problems. The staff, however, will be using the building long after the architect leaves, and only they know what problems can be encountered if a particular problem is not handled well. Their attitude, while positive, should take nothing for granted.

Donna DeBlasio described the 10-year process of planning and building the OHS combination museum and library in



Class from Murray Hill School in the Armor Court, Cleveland Museum of Art, 1920

Youngstown. Renovated old buildings were rejected in favor of a new building containing architectural references to Youngstown's industrial buildings. Ms. DeBlasio mentioned limitations on a state-owned project—a limit on funds and required bidding for architect's services. A condition of bidding was that if the firm had no experience in this type of building it had to have an experienced consultant. While there was no outside planning firm, the architectural expertise of Youngstown State University and the State of Ohio was available. Ms. DeBlasio described the basic plan of the building itself, with a central reading room upstairs between the staff workroom and the storage area. The single elevator is a combined freight and passenger elevator which can handle handicapped persons, and the building contains 31,000 square feet. The actual building was completed quickly between March 1988 and June 1989.

Ron Faniro, the architect for the Youngstown facility, discussed the building from his point of view. He described several phases. First is the programming phase, in which the parameters are set and the planners (usually a committee) review the data—quantitative (sizes, etc.), qualitative (environmental conditions desired), and abstract (the ambiance desired, etc.). A document is formulated. He agreed with Kermit Pike that the future users of the building should assume that the architect knows nothing. At this point, there must be a discussion of the committee's proposal—"Let the archivists do their ranting and raving"—so that such abstract factors as personal preferences and things that are difficult to set down on paper become apparent to the architect.

The document should be resubmitted with a view to budgetary evaluation. Then comes the schematic design phase, with the architect's plan. He expects some hard criticism, and Mr. Faniro brought up the factors that should be weighed at this point: practicality vs. esthetics, the appearance in the community, and a careful consideration of long-term goals.

Bob Smith spoke on two different projects in which he has been involved: a book repository for state university libraries in southwestern Ohio and the renovation of the special collections/archives area in the Wright State library. A project such as the book depository is a chance to learn about planning a facility. It was necessary to be both quite detailed in the plan and also very quick. The State Board of Regents, who funded it, were willing to approve any reasonable requests for funds. Strong suggestions from this experience were: 1) Use documentation of similar projects when available—don't reinvent the wheel. 2) If involved in a cooperative venture, use the resources of the other institutions (planning offices, architects). 3) Get in on the original planning from the ground up if possible.

The Wright State library project was quite different. The planning had started in 1981, and there was to be an addition as well as the renovation of the existing building. The vicissitudes of being pushed into and out of various areas over seven years were detailed. Because of limitations of space and funds, this was much more challenging. Even so, Mr. Smith was able to use university personnel skilled in physical plant needs and design. By far the most important thing in such a case is "planning, planning, and more planning," and the archivist should expect to spend all his or her time on the building project and leave the archives to others until the project is finished.

Rai Goerler talked about the planning process for a new archives building at Ohio State University. He, like the other speakers, emphasized looking at completed buildings to find things to imitate or avoid. OSU took as its example the new high density storage building at Harvard University, which also served as a model for other Ohio buildings. This design is a new departure for archives, with very high shelving that requires a hydraulic lift for retrieval, and with a sophisticated HVAC system. For maximum efficiency in storage, material is shelved by size, with a computerized system of access.

Suggestions learned so far from the OSU planning experience are, first, that using a model makes planning easier, and as in the other cases, one can learn from others' mistakes. OSU hired the designer of the Harvard building as a consultant to facilitate this. Requirements for the building must be listed in order of priority; the site must be selected (in this case, two miles from campus but linked by a shuttle). The selection process for the architectural firm was described, and the presentation concluded with very interesting slides showing the Harvard high density storage building in use, with some of its unusual features.

Session: Technology for the Archival Future

Raymond Neff, Case Western Reserve University vice president for Information Systems, spoke first regarding the CWRUNET computer system and the CWRU Electronic Learning Environment, a comprehensive system including terminal access in each student's dormitory room and access to Cleveland area networks, and through them, to national networks. This system is now in the process of being installed, with grants from various charitable and business organizations. The object is to combine all sorts of services presently available in various technologies: information services (post office-type service, current events information); library-type resources and information data bases; word processing; and others. The process for learning electronically is to include the following steps: 1) a query; 2) location of information source in Northeast

Ohio; 3) delivery of the information from the source in various formats (image, numerals, text, animation); 4) a learning or refresher segment; 5) an optional test for level of expertise; 6) human assistance on line when problems arise that can't be solved on the machine; 7) remedial service and other supplementary assistance; 8) the continuation of the process in lifelong learning.

Mr. Neff then talked about technical aspects of the system, describing Cleveland FreeNet, the local public computer system. He discussed additional uses for a central computer system, such as "smart buildings" with automatic security and electronic doors, as well as budgetary considerations.

Greg Byerly spoke on the OLIS system, the Ohio Library and Information System, supported by the Ohio Board of Regents and 17 academic libraries, most of which are state-run. This is a system in which archives can be a significant part. It is setting out to do what OCLC originally was supposed to do before it got sidetracked into the area of nationwide cataloging: the goal was an integrated system for locating information, being more than just a library system. It is to be a total information system. Assistance needs to be offered, and the user needs to be able to react. A student, for example, should be able both to find an institution having a given book available and also to put a hold on it. The idea of integration is central—the institutions supporting this system are mostly automated, but their individual systems are not compatible. The idea that the information must be deliverable to the user is also central.

Some interesting comments were offered after the talk; Rai Goerler observed that the problem of archives at this point is not cataloging, but indexing. Cataloging in an archives just narrows the search down to, say, several thousand sheets of paper. MARC cataloging can only be a billboard, never an exact finding aid. Library tools are oriented toward like information and like constructs, with the same book being available in a host of different libraries, whereas archival information is unique. Mr. Byerly replied that OLIS is going toward automating indexes, but he agreed that archives are indeed unique and that at present OLIS is not useful in this respect. Barbara Floyd pointed out that this new venture will constitute yet another system to be learned; in many libraries people have already learned several in succession as they have come into and gone out of use.

Session: Educating Archivists

Rosemary DuMont, Dean of the Kent State University Library School, spoke on the archival profession and education, discussing first the archivist-librarian connection and what the archival profession comprises. A review of professionalism is needed, and then an effort to define and enforce requirements for de-

grees. Accrediting a program rather than an individual is the best way to approach the latter. An individual credentialing system evaluates a person's knowledge, but leaves out skills, as well as attitudes which are hard to achieve. A system of accrediting institutions on the model of the ALA would place a higher value on collegiality and other intangible factors that greatly affect the profession.

Goals and objectives as propounded by the SAA committee were discussed as well as the curriculum. In this respect, Dean DuMont reminded listeners of the difficulty a school has in addressing the needs of a group which is not its "bread and butter." She then discussed criteria people use for selecting a library school: location and convenience, the quality of the faculty and students, the facilities available, and school governance (questions of autonomy). She ended with a series of questions for consideration, on such topics as the importance of archivists to society, responsibilities of library schools to the archival profession, evaluation of archival programs, the effects of societal changes on archives, how to deal with archival subjects in an M.L.S. program, and minimum standards for archivists.

Richard Cox, who is setting up an archival administration program at the University of Pittsburgh, presented a paper which was "directed from an archivist to archivists," and he expressed the thought that "hopefully the past is not prologue," since the issue of archival education has been so poorly dealt with in the past.

Mr. Cox discussed problems with present-day archival education. There is no agreed-upon core of knowledge that archivists must possess. There is a good outline of subject matter, but the typical program that most educators have agreed upon is a three-course series which does not allow time for the study of all the requisite subjects plus having much of a practicum. Despite efforts being made in certification and guidelines for education, little is known about archival education: where do archival students come from? what do employers want? who are the educators?

Mr. Cox suggests that archivists need to rebel against their past; there are new ways in which we should think about education: 1) We should educate rather than train, i.e., as well as knowledge about principles and practice, new archivists must be socialized into the profession. More attention must be paid to the superstructure of the profession, to the theoretical part. Mere on-the-job training is not enough. 2) The various levels in the profession should be delineated, with requirements for each. There is a series of steps from the paraprofessional to the administrator of archives. 3) Not all programs are created equal. In the early days, each program was valuable; there was no latitude for making distinctions or separating the good from the bad. Mr. Cox pointed out that a look at the syllabi of 30

programs for the school year 1986-87 was depressing: for example, there were still places where Schellenberg's first book was the sole text. 4) We should hold firm on the need for formal knowledge; the profession should redirect its energy toward the content of programs. 5) Graduate programs should be staffed by full-time archival educators. The speaker felt very strongly that archival educators cannot afford to serve two masters. Someone needs to be on campus all the time if universities are to pay attention to archival programs. Part-time educators who are responsible for archives don't have the time to develop full, well-planned courses. There are only eight full-time archival educators in North America now. 6) The means to evaluate graduate programs must be developed. Instead of saying, "Let 1000 flowers bloom," we have to draw attention to the best programs. Mr. Cox suggests using the strengths of the ALA to evaluate programs and using standards developed in the certification process as guidelines. The University of British Columbia was cited as the cutting edge of archival education in North America.

Mr. Cox then outlined the plans for the archival education program at the University of Pittsburgh; he arrived in 1988 to develop the program, which had been targeted by the school as one of its areas of interest. The 1988 guidelines and the certification of graduates as archivists and records managers guide the proposed curriculum. The focus is on education as an archivist, but also as a records manager and information manager. The course of study will include rare books, special collections, independent research, and administration. The basic courses will involve archives/manuscripts and records management. Special courses will include appraisal, history, micrographics, preservation, and a course on comparative international archives. There will also be a practicum or independent research closely supervised so that it is of maximum benefit to the student. The emphasis will be first on principles and then on practice (education before training).

Among the questions was one regarding the role of history in graduate archival training. Dean DuMont stated that the employers seem to hire people who are not trained, and so it makes little difference in the end. Public history programs, seen as an attempt to join history and library science, do not seem to be very effective. Mr. Cox stated that history is one of the many disciplines (such as library science and records management) that inform archival studies, but he feels that we overemphasize history.

Asked whether library educators are planning the expansion into various disciplines or whether they are reacting to a stimulus, Dean DuMont said that they were

planning to incorporate the interests of other groups such as SAA into accreditation standards. She said that in most library schools it is very difficult to develop much of a program in peripheral areas because there are so many, and relatively few students will go into these areas. Schools have to steer their meager resources toward the "bread and butter" programs.

In response to a question about whether prospective faculty would have to be certified, Mr. Cox replied that certification is too new, and so this is not a question, although one advertisement had already appeared requesting a certified archivist.

Mr. Cox listed factors in the success of an archival education program: 1) having enough students; 2) library schools' geographical limit for attracting students; 3) the profession—what SAA and the profession do and support (for example, now they are for certification) 4) employers—if they make no distinction between formal education and no training at all, there won't be a call for programs.

Dean DuMont stated (in response to a question about the value of archival education to library science) that she would like to see more librarians learning something about archives and other related fields; there is unfortunately a tremendous demand that just "nuts and bolts" library courses be taught. Students are unwilling to take courses that they don't see as immediately useful.

A later question brought up the difficulty library schools have in getting in all the specialties; when the standard length of a degree program is 36 hours, this is impossible. This makes it urgent that employers understand their obligation to let employees go back for continuing education in order to branch out into specialty areas and to update things they learned before.

NEWS NOTES

Helen Yackshaw is the new archives assistant at **Case Western Reserve University Archives**. She graduated from the University's archival training program in 1989 with a degree in history and was employed in a new full-time position in October.

The 6th Annual Conference on Local History, sponsored by the Center for Archival Collections, **Bowling Green State University**, is scheduled for April 4-5 at Bowling Green's Holiday Inn. Among topics featured are: teaching local history, historical publications, folklore, Ohio furniture, and historic preservation.

Scott T. Weber, an educator with the Delaware Cultural Arts Center, will speak on his teaching experiences and publication of the *Shanachie Historic Magazine* by his students. Other speakers are: Marilyn Motz, Professor of Popular Culture at BGSU (on folklore in the classroom); Chris Duckworth of OHS' *Timeline* magazine (on local history in his publication); and Jane Hageman, author (on Ohio's early furniture industry).

A workshop on historical preservation, including identification, documentation, and promotion of community architecture, will be given by Glenn Harper, Northwest Ohio Regional Coordinator of the Ohio Historic Preservation Office, on April 4. There will also be a luncheon with the speakers. For further information call Ms. Lee McLaird at the Center, BGSU (tel: 419/372-2411).

Recent accessions at Bowling Green include microfilm of church records from Erie, Huron, Hancock, Wyandot, and Henry Counties.

Two publications are available from the Center for Archival Collections at Bowling Green: 1) the *Guide to Local Government Records* at the Center for Archival Collections (\$17) and the *Guide to Newspaper Holdings* at the Center for Archival Collections (\$10.50), both issued in a three-ring binder format to facilitate updating. Mail your check, payable to the CAC, to: Center for Archival Collections, 5th Floor, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403-0175 or contact Victor S. Wagner at 419/372-2411.

Archives and Special Collections, **Ohio University Libraries**, observed the centennial of the United Mine Workers of America (UMWA) with an exhibit in January and February. During the anniversary week in late January, a series of public programs also took place, funded in part by a grant from the Ohio Humanities Council; it included talks, documentaries, radio interviews, and music broadcasts.

The department has recently received the personal papers of Distinguished Professor Jack Matthews. Author of *Tales of the Ohio Land*, Matthews is a well-known novelist, poet, short story writer, and book collecting enthusiast. Also received were additional records for the Wayne L. Hays Papers, including: scrapbooks, campaign materials, files from Hays' services as a state legislator, congressional committee work, and work with the North Atlantic Assembly.

The Special Collections Department, Freiburger Library, **Case Western Reserve University**, will mount an exhibit beginning in April of "Acquisitions from the Dr. Howard Garber Collection," highlighting materials from his collection of over 2,000 autographs, letters, documents, and books.

Jane Drvota has joined the staff at the

Ohio State University Archives as reference assistant for the 800,000 photographic images in the collection.

Marion White McPherson, since 1967 associate director of the Archives of the History of American Psychology at the **University of Akron**, retired from that position at the end of 1989. She will continue to be involved in the activities of the Archives as a consultant. John A. Popplestone, director of the Archives since 1965, will continue in that position, but will stop teaching (except for an annual offering in the history of psychology) at the end of the coming spring semester. Beginning August 27, 1990, he will be on full-time assignment to the Archives. A half-time clerical position that complements the work of the office manager has just been approved, and candidates are being interviewed.

Anne Dallas Budd has been named director of **The Ohio Genealogical Society** in Mansfield. The OGS is the largest state genealogical society in the country, with over 6300 members. Ms. Budd is on the faculty of the Institute of Genealogy and Historical Research, Samford University, Birmingham, Alabama, and taught genealogy in the continuing education program at Purdue University, Fort Wayne. She had been employed by the Allen County Public Library Foundation, Fort Wayne, beginning in 1986, as editor of the *Periodical Source Index*, 1847-1985, volumes 1-4. This is a comprehensive index to English-language and French-Canadian local history and genealogical periodicals.

"Back to the '60s," an exhibit documenting the social, cultural, and political movements of the 1960s, will be on display from February 28 to May 4 in the Ward M. Canaday Center at the **University of Toledo**. The exhibit utilizes items from the university archives as well as the Center's rare books and manuscript collections.

The Center also has available free of charge a limited number of catalogs from its previous exhibit, "The Ward M. Canaday Center: A Decade of Growth." For more information on the exhibit, or to request a catalog, contact Barbara Floyd at 419/537-2170.

The Mid-Atlantic Archivist, newsletter of **MARAC** (Mid-Atlantic Regional Archives Conference), has expressed interest in exchanging newsletters with us. We are at present exchanging the *Ohio Archivist* for newsletters from the state archives of California, New York, Georgia, and North Carolina; the state archival societies of California, Mississippi, Florida, Alabama, Kentucky, Louisiana, Tennessee, and Georgia; MAC, the New England Archivists, and the Society of Southwest Archivists; the Kansas City Area Archivists, and the Association of Brit-

ish Columbia Archivists. We also get publications from SAA, OGS, NHPRC, and AASLH.

Daniel Linke, processing specialist at the **Western Reserve Historical Society**, accepted a ten-month NHPRC fellowship to work at the Carl Albert Center at the University of Oklahoma. In October, Robert Ray (former archival intern from Cleveland State University) assumed Dan's position at WRHS. Deborah Shell joined the staff as a part-time microfilm specialist, and Patricia Stahley became labor processing assistant (part-time).

In January 1990, the Black History Archives Project of WRHS marked its 20th anniversary with a special exhibit tracing its history in the Hassler Room of the library.

John Grabowski, curator of manuscripts, is serving on the planning committee for a national conference on documenting the immigrant experience.

Daniel Linke was also one of the two archivists in the nation who won scholarships from the Colonial Dames of America. These awards enable two archivists who have been in the field less than two years to attend the Institute in Modern Archives Administration in Washington. (See below for details on applying for this year's awards.)

Wright State University Press is currently considering the publication of book-length manuscripts on the following subjects: aviation history, black achievers, gifted and talented children, and Ohio life and history.

For additional information, write to: Carl M. Becker, director, University Press, Wright State University, Dayton, Ohio 45435.

NHPRC, the National Historical Publications and Records Commission, approved a cooperative agreement with the American Council of Learned Societies for a historical documents study. Contingent on funding, the ACLS will conduct a study of historical research practices in the U.S., focusing on the use of documentary resources.

NHPRC has updated Records Program guidelines and application forms; these must be used beginning with the June 1, 1990 deadline and are obtainable from: Records Program, NHPRC-NPR, National Archives Bldg., Washington, DC 20408 (tel: 202/523-5386).

Publications Program materials are available from: Publications Program, NHPRC-NPP, National Archives Bldg., Washington, DC 20408 (tel: 202/523-3092).

A very interesting and valuable publication, for those who have not already obtained a copy, is the American Association for State and Local History's *Technical Report #14, Archives and Manuscripts Administration: a Basic Annotated Bibliography* by Richard Cox, who was

one of our speakers last fall. This is a 36-page bibliography compiled "to introduce individuals to the literature that supports the archival profession." It is selective, including mainly items from the last decade, and is arranged according to six major categories: general reference, history and development of archives (U.S.), basic functions (appraisal, description, etc.), special records types, specific repositories (college/university, business, etc.), and relationships with other professions.

The annotations are extremely valuable as a set of concise comments on these publications, giving the user a good idea of each, all in one place. In the introduction (p.3) is a very good list for "a basic bookshelf of [works on] archival and historical records administration."

It seems to me that this little publication would be very desirable on any archivist's reference shelf, although Cox himself does say that it is doubtful that all items cited "will hold up as basic works far into the future," since things change so rapidly. It should, however, serve "as a guide to the best archival writing and thinking" of today, and be of use to graduate students or people taking the certification exam. This bibliography is available for \$5.55 from AASLH, 172 Second Avenue North, Nashville, TN 37201 (tel: 615/255-2971).

The AASLH has recently published some other very useful items:

1) the 14th edition of the Directory of Historical Organizations in the U.S. and Canada, at \$79.95 (\$71.95 to members);

2) the "NICLOG Technical Leaflet Series," a set of 12 leaflets, each an 8-to-12-page in-depth analysis of a specific problem in records management (selection, inventorying, etc.), for \$20;

3) a 25-minute videotape (in VHS format only), "Paperworks: Stabilizing Archival Collections" (\$76, or \$68.40 for members); all are available at the address above.

The Cleveland Chapter of ARMA (American Records Management Association) will hold its spring conference on April 20 at the Harley Hotel off I-77 in Independence. Speakers include: Donald Skupsky (two sessions) on record keeping requirements and legal requirements for records; David O. Stephens on vital records and disaster recovery; Ray McBeth on do-it-yourself records center automation; Glenn Kearns on burnout; and Bob Taylor on fire prevention. For information call Bruce Walters (216/523-5617) or Brent Heyneman (216/661-5221).

Donald Skupsky also took part in the ARMA Columbus Chapter's spring meeting on March 8, giving an in-depth all-day session on correct legal retention periods for records. Nonmembers are welcome at these meetings. Call Andy Lentz or Edie Allen at 614/443-5800.

JOB & FELLOWSHIP ANNOUNCEMENTS

Please note that some of these may look almost out of date, but the editor wants you to have a crack at them if at all possible, and would rather err on the side of too many notices rather than too few. Only God knows exactly when the Ohio Archivist will be flung on your doorstep—perhaps in time to apply!

■ ARCHIVIST, Kappa Kappa Gamma Fraternity

This fraternity, founded in 1870, is one of the earliest Greek-letter societies for college women. Membership totals over 140,000, with 121 chapters in Canada and the United States and 450 alumnae groups worldwide. Headquarters is in Columbus, Ohio. **Responsibilities:** As the organization's first professionally trained archivist, this person will inventory, catalog, arrange, and preserve fraternity archives dating back to 1870. This opportunity will include design of physical facilities and the development of systems and policies governing access and acquisitions. Some reference and research work will be required. **Qualifications:** An advanced degree or formal archival training with an undergraduate degree in American history, women's studies, or library science. **Salary:** Based on qualifications and experience, \$18,000-\$22,000 with benefits. Applications will be accepted until March 15, 1990. Please send a letter of application and resume to: Miss J. Dale Brubeck, executive director, Kappa Kappa Gamma Fraternity, P.O. Box 2079, Columbus, OH 43216, or phone her at 614/6515.

■ MANUSCRIPTS/UNIVERSITY ARCHIVES INTERN, U. of Toledo

Three-year nontenure-track professional position in the University of Toledo's Ward M. Canaday Center for Special Collections. **Entry-level position** processing manuscripts and archives. Some reference, records management, conservation, cataloging, and exhibits/outreach duties. **Qualifications:** MLS from ALA-accredited library school with course work in archives administration or similar qualifying advanced education. Send resume with names, addresses, and phone numbers of three references to: Dr. Richard W. Oram, director, Ward M. Canaday Center, University of Toledo, Toledo, Ohio 43606. Possibility of interviews at MAC spring meeting. The University of Toledo is an equal-opportunity, affirmative action employer.

■ SCHOLARSHIP, Colonial Dames of America (National Archives)

A scholarship to the National Archives' Modern Archives Institute (June 4-15, 1990)

is available through the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Philip N. Cronenwett, Special Collections, Dartmouth College Library, Hanover, NH 03755, by April 15, 1990.

CALENDAR

■ **CAR (Cleveland Archival Roundtable) spring meeting, March 29.** Place: Allen Memorial Medical Library's Herrick Room, 11000 Euclid Avenue (at Adelbert). SAA Executive Director Donn Neal will speak. Call Carol Tomer (216/444-2929) or John Grabowski (216/721-5722).

■ **SOA spring meeting, Thurs.-Fri., April 5-6, Columbus.** See page one for details.

■ **American Association of Museums annual meeting, May 9-13, Chicago.** Call Meg McCarthy (202/289-1818) for information.

■ **MAC spring meeting, May 13-15, Chicago.** Information: Katherine Hamilton-Smith, Lake County Museum, Lakewood Forest Preserve, Wauconda, IL 60084 (312/526-8638).

■ **National Genealogical Society annual meeting, June 6-9, Arlington, VA (NGS, 4527 17th St. North, Arlington, VA 22207, tel: 703/525-0050).**

■ **NAGARA (National Association of Government & Records Administrators) annual meeting, July 25-28, Boston.** Information: Martha Clark (617/727-2816).

■ **SAA fall meeting, August 30—September 3, Seattle.** Information: SAA office (312/922-0140).

■ **Midwest Museums Conference, September 10-14, Indianapolis**

■ **AASLH (American Association for State and Local History), annual meeting, September 5-8, Washington DC.** This is AASLH's 50th anniversary. Information: Linda DiCiaula (615/255-2971).

■ **SOA/MAA/Southwest Ontario Archivists fall meeting, September 13-15, Windsor, Ontario.** See notice on page 7 of this issue.

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kenneth Grossi, Secretary-Treasurer SOA, Ohio State University Archives, 169 Converse Hall, 2121 Tuttle Park Place, Columbus, OH 43210.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

Frederick Lautzenheiser
Managing Editor, *The Ohio Archivist*
Cleveland Clinic Foundation Archives, E-20
9500 Euclid Avenue
Cleveland, Ohio 44195

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CHANGE OF ADDRESS: Please be sure to notify Ken Grossi, secretary-treasurer (see address above).

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